



ESSEX COUNTY ARTS COUNCIL

Cultural Assistance Program (CAP) Grant E-Application

Deadline: Email received by March 15, 2019

Please note we no longer accept applications through the US mail.

(Choose One)

Project Funding

General Operating Support

Name of Organization: _____

Organization's Address: _____ zip _____

Organization's Telephone: _____ email: _____

Contact Person: _____

Contact Person's Address: _____ zip _____

Contact Person's Telephone: _____ email: _____

****For Project Support**

TITLE OF PROJECT: _____

CAP GRANT REQUEST FOR FUNDING: \$ _____ (maximum \$750.00)

****For GOS Support**

GOS SUPPORT REQUESTED AMOUNT \$ _____ (maximum \$1,000.00)

We will confirm receipt of your application.

PLEASE USE THE CHECK LIST BELOW and CAP program guidelines to complete your application:

Applicants must submit in PDF format by email to EssexCountyNYarts@gmail.com:

- Signed Application in PDF format. (If you believe your computer cannot make a PDF, please ask for help at your local library, Staples or UPS Store, or contact us if you need help).
- Operating budgets for this year and last year, budget for project funding if applicable
- List of Board of Directors, their locations and professional affiliations.
- One or two promotional or press items
- If awarded a CAP Grant last year, organization's final report for eligibility (if not already submitted)
- Organizational Logo (at minimum, 1" tall and 200 dpi)
- Although being a member of ECAC is not required, information about joining and how to make a donation to our organization is located under the "About Us" tab of our website. Grant panel reviewers are not privy to the member or donor status of an applicant, and being a member or donor does not influence the grant review or award process in any way.

CAP grant awards are made possible through support of Essex County Board of Supervisors.

If you need assistance filling out this form please contact us by **February 28th**.

ESSEX COUNTY ARTS COUNCIL

Cultural Assistance Program (CAP) Grant E-Application

Organization Name _____

Preparer's Name (Please Print): _____ Title: _____

Signature: _____ Date: _____

Any materials over and above those requested will not be reviewed.

Funding amount requested: \$ _____

1. Give a brief description of the applicant's history, purpose, programs and population served (1,000 words max). If funds are awarded, the first 250 words of this description will be used in our promotional material. Summarize your history, purpose, and programs (in this order) in the first 250 words.

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The following sections of the application are for PROJECT FUNDING APPLICANTS ONLY

Project Title: _____

2. Describe the project for which funds are being requested, the number of people and composition of those being served by the project, and the impact of the project on the community (500 words max).

3. Describe the promotional plans for the proposed project (250 words max).

4. How did you find out about CAP Grant? Check all that apply.

Previous applicant

From the ECAC website.

Saw online announcement.

Where (_____)

Saw a flyer. (Where _____)

Word of Mouth

Other

ESSEX COUNTY ARTS COUNCIL

Organization Name _____

Project Name (if applicable) _____

Project Budget (indicate In-Kind items in the appropriate column)

Earned Income	In-Kind	Cash	Personnel Expenses	In-Kind	Cash
Admissions/Tickets			Administrative		
Subscriptions			Technical		
Program Advertising			Artistic (please itemize)		
Concessions					
Tuitions and Fees					
Other (please describe)					
			Operating Expenses		
			Outside Professional Fees		
			Space Rental		
Contributed Income			Travel/Transportation		
Corporate			Advertising/Promotion		
Foundation			Postage		
Individual			Supplies		
Government			Royalties		
Other (please describe)			Insurance		
			Equipment Rental		
			Other (please describe)		
Sub Total Income			Sub Total Expense		
CAP Grant Request					
Total Income			Total Expenses		

Total Income and Total Expense should be equal.

NOTE: The Essex County Arts Council CAP Grants will fund a **maximum 50%** of the Total Expenses.